



Checklist for Walpole Cultural Council applications

Contact Information

- ☐ The contact information is correct, including the contact person mailing address. This address will be used for communication from the council, NOT the applicant's address.
- ☐ The FID or SSN is correct.
- ☐ The project end date is in the upcoming calendar year or later. The council rarely funds events that will have completed before funding is available in January.
- ☐ The amount requested on page 1 is the same as the amount requested on page 2 on Project Income, Line E.

Project Proposal

- ☐ Section 1. The project description includes: start and end dates, target audience, location, and how the project will be managed.
- ☐ Section 2. Walpole sponsors or contacts are identified. If letters of support are included with the application, the writers of the letters are identified here with a note "See attachments"
Applications with clearly identified Walpole sponsors or contacts will be preferred.
- ☐ Section 3. The benefit to the Walpole community is described, including estimated attendance and audience demographics. **Application will be considered incomplete without this information.**
- ☐ Section 3. An evaluation plan for the project is clearly described.
- ☐ Section 4. Promotional plans for the project are clearly described.
- ☐ Section 5. Qualifications of key personnel or organizations are described. **Application will be considered incomplete without this information.** If resumes or other supporting material are included, identify them with a note "See attachments."

Budget Information

- ☐ Total Project Cost is equal to or exceeds amount requested on page 1.
- ☐ All figures and sums are correct.
- ☐ Expenses are equal to Revenue.
- ☐ All Project Expenses are included. This includes printing (e.g., flyers, posters), artist fees, office expenses, etc. Note: Most projects have other expenses in addition to the artist fees.
- ☐ All Project Income is included. Projects that have additional support from sources other than the Walpole Cultural Council (including in-kind support) will be viewed favorably.

Administration

- ☐ Application is signed by someone who has the authority to verify the accuracy of the application and who will ensure that acknowledgement will be given to the Walpole and Massachusetts Cultural Councils.
- ☐ Application is dated prior to October 15.
- ☐ Application is postmarked on or before October 15.